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# ANNUAL HIGHWAY CLEANUP EVENT

**MANAGING SUPERVISOR'S HANDBOOK**  
Alberta Highway Cleanup Training Manual



# INTRODUCTION

Welcome to the Alberta government's annual highway cleanup event. The cleanup contributes to a cleaner environment, gives participants a sense of accomplishment, promotes awareness, and raises funds for your group or club activities. We can all be proud of this Alberta initiative.

If you're reading this manual, chances are you've decided to lead a group in a cleanup effort. That makes you the managing supervisor. A managing supervisor's responsibilities are great, but so are the rewards. As a managing supervisor, you are responsible for training the participants and supervising their cleanup efforts. Their safety is your priority. With the help of this manual and the training DVD, your role as managing supervisor will be clear and easy to follow.

This manual's purpose is to instruct you on how to plan and coordinate a safe cleanup event for your group and how to teach the participants to follow safe procedures. **Your most important responsibility is to ensure the health and safety of participants and motorists passing your cleanup site.**



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# CLEANUP EVENT RULES



## MANAGING SUPERVISOR'S RESPONSIBILITIES

1. Know the rules.
2. Train participants. Ensure they know the rules.
3. Prepare and complete the action plan available from your Alberta government cleanup representative.

## CLEANUP EVENT RULES

- There must be at least one adult (18 years or older) supervisor for every two participants aged 9 to 14 years.
- There must be at least one adult supervisor (18 years or older) for every five participants aged 15 to 17 years.
- No supervisors are required for adult (18 years or older) participants.
- Cleanup hours are 7 a.m. to 5 p.m. only. No cleanup to occur outside these hours.  
**No exceptions.**
- All participants must stay off the highway – this includes the paved shoulder.  
**Again, no exceptions.**
- Never chase a wind-blown object onto the highway! For example, if your hat blows off or the wind catches your garbage bag and it blows out onto the highway, **DO NOT GO AFTER IT!** To get it back, tell your supervisor or managing supervisor what happened. Under no circumstances should you ever try to catch a wind-blown object or follow it onto the highway. It's simply too dangerous and not worth the risk.
- Adult supervisors should always work between the edge of the pavement and the participants.
- The youngest participants should work closest to the fence and furthest from the road surface.
- Do not cross the highway.
- If you are cleaning a divided highway, **do not clean the median!**
- All participants must be signed up two weeks prior to cleanup day to allow time for training.
- All participants must attend a training session before they can participate in a cleanup event. **No exceptions!**
- The area to be cleaned will be from the edge of the pavement to the fence on both sides of the highway.

- The standard for cleaning is to pick up anything the size of a chocolate bar wrapper or larger.
- Do not touch, disturb, or pick up dead animals.
- Do not touch, disturb, or pick up any items you are unsure of, such as needles, syringes, or chemical and pesticide containers.
- Leave a garbage bag beside any dead animals or items that you are unsure of. The bag left should be anchored or full enough so that it cannot blow away. The Alberta government will arrange for the disposal of all hazardous or potentially hazardous materials.

- Full garbage bags are to be tied up and left far enough off the edge of the pavement so they do not interfere with traffic.

**Never place anything on the pavement surface.**

- Items too large or heavy are to be marked by a garbage bag. The Alberta government will arrange for pickup or disposal of these items.
- Do not burn anything.
- Stay away from deep water.
- Clean your hands before eating.
- No pets allowed.
- You need to pay attention to what's going on around you. **No headphones, hand-held video games, or talking on a cell phone unless the call is related to the cleanup activities.**

**PLEASE NOTE:** Failure to follow cleanup event rules could result in your event being shut down. Spot checks will be conducted throughout the day to ensure everyone is conducting a safe cleanup event.

It is your responsibility to ensure EVERYONE knows the rules.

## SHUTTLE VEHICLE SAFETY PROCEDURES

It is important for managing supervisors to emphasize that these rules and procedures are there for everybody's safety. It is your responsibility to ensure each of your shuttle drivers knows these rules. Take your time and make sure you cover each item when you hold your training session.

- Attach a highway cleanup event sign on the back of all shuttle vehicles.
- Obey the rules of the road. Drive defensively in a safe and courteous manner.
- No off-road vehicles are allowed to be used for any part of the cleanup.
- Never drive against the flow of traffic.
- Back up only when it is safe to do so.
- Use four-way flashers when slowing down or stopping.
- Use approaches and side roads to pull right off the highway when stopping to pick up or drop off participants. Never block a travel lane and never stop by a guard rail or on a bridge.
- Never park a vehicle over the brow of a hill.
- It is illegal to park on a provincial highway. When absolutely necessary and safe to do so, you can stop to load or unload passengers. Load and unload passengers on the ditch side of the vehicle only.
- Do not carry more people than the vehicle is designed for.
- Do not allow passengers to ride in the back of a pickup truck or on the tailgate. This is illegal in Alberta.
- Everyone in a vehicle must wear a seatbelt.
- Participants are to stay off the road surface.
- Shuttle participants across dangerous stretches of road.



# CLEANUP EVENT RULES

CONTINUED



## SPECIAL PROCEDURES

### BRIDGE CROSSING PROCEDURE

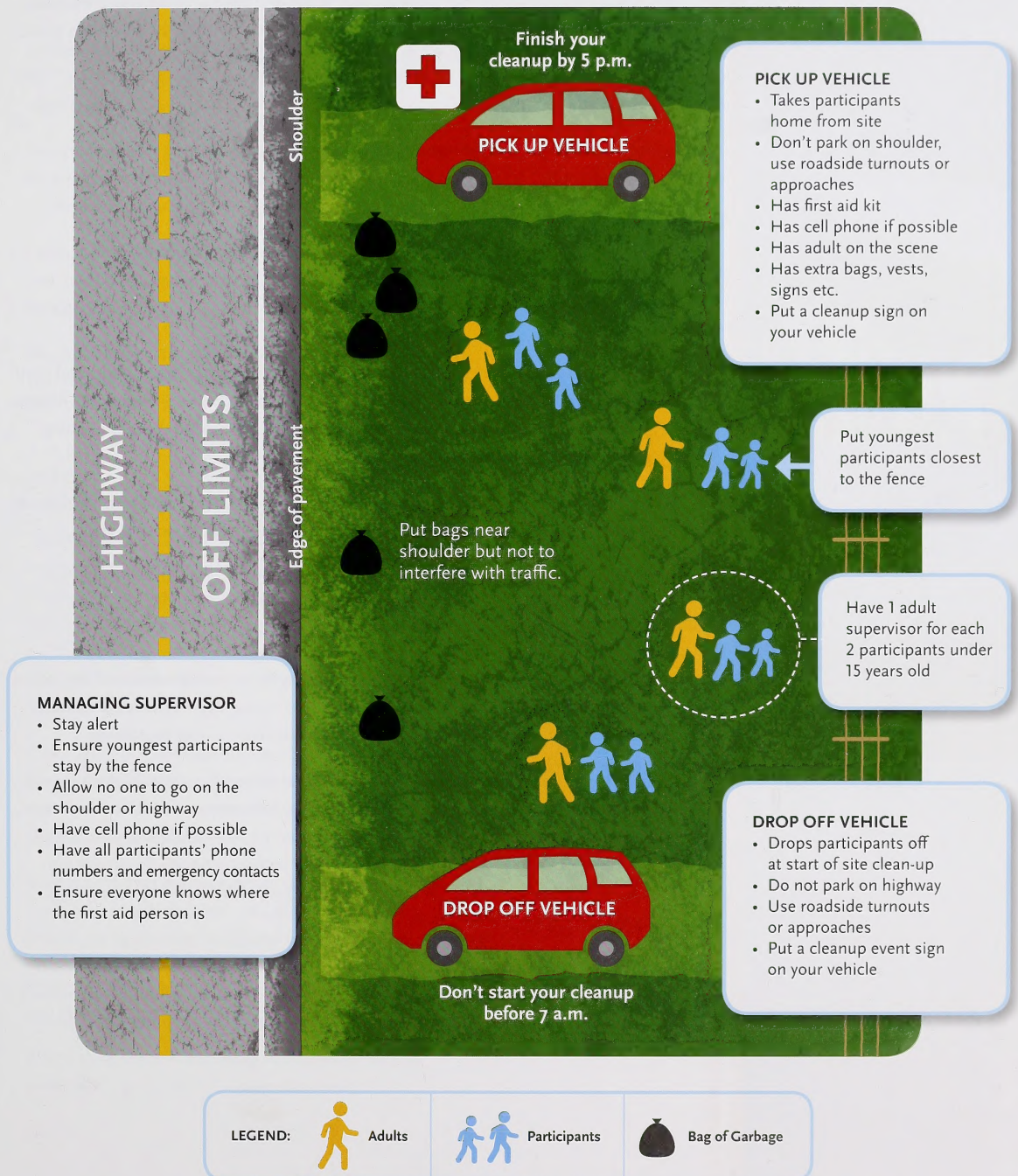
- Children should cross only under adult supervision.
- No more than three to cross at a time.
- Cross on the same side from which you picked up garbage.
- The managing supervisor should follow the children so that they are always visible to him or her.
- Walk briskly. Don't dawdle or run.
- When a vehicle approaches on your side of the highway, stop walking and face the highway with your back to the bridge.
- Once the vehicle has passed, resume walking.
- Never throw anything off a bridge.

### RAILWAY TRACKS CROSSING PROCEDURE

- Children should cross only under adult supervision.
- Never stand closer than 5 metres from the tracks when waiting to cross.
- Stop, look, and listen. When the tracks are clear, cross briskly.
- Cross in a group.
- Never stand by the tracks and wave to the engineer. The color of the safety vests indicates danger and the engineer may try to stop the train.
- Never allow participants to place any objects on the tracks.



# STAGE PLAN SAMPLE





# ACTION AND GENERAL SAFETY PLAN



Now that you're familiar with the rules and your responsibilities, it's time to complete your action and general safety plan. All groups and organizations must have this plan in order to participate in highway cleanup. Your action and general safety plan are available from your Alberta government cleanup representative. Completing the plan helps guide your activities so that they can be done safely and efficiently.

There are three sections to the action plan. They are:

- Actions to prepare for the highway cleanup event
- Actions on the day of the cleanup
- Follow-up actions

## ACTIONS TO PREPARE FOR THE CLEANUP EVENT

- The Alberta government provides basic general liability insurance and accidental death and dismemberment coverage for highway cleanup participants. **However, the Alberta government's liability coverage is limited and it is recommended that participating groups carry their own liability insurance as well.**
- Contact your group members and obtain their commitment to participate. **Participants must be at least 9 years of age. Supervisors must be at least 18 years of age.**
- Highway cleanup coordinators recommend that you try to clean no more than one kilometre of right-of-way for every two participants. For example, if you have 16 participants, request no more than 8 kilometres to clean.
- Arrange for a safety training session and notify participants of the time and date of the session. All training must be completed prior to cleanup day. **All participants must receive the training before they can take part in the cleanup – no exceptions!**
- Drive by the cleanup area before cleanup day to get the lay of the land. Look for swampy areas, railway crossings, and the amount of garbage. Note turnaround points, crossroads, parking areas for shuttle vehicles, and locations of the nearest telephone in case of emergency. Use this information to prepare your training session. If you have any concerns about your cleanup area, please contact your Alberta government cleanup representative prior to cleanup day.
- Complete the supervisor's worksheet and identify and record the phone numbers of the emergency response organizations in your area (ambulance, police, fire department, etc.) including the name of your local Alberta government cleanup representative. If possible, have a cell phone on site.



- Recruit shuttle drivers with valid licences for the type of vehicle being used and check that the vehicle owner has adequate insurance.
- Ensure all shuttle drivers know the rules and safety procedures. NO OFF-ROAD VEHICLES are to be used for any part of the cleanup event.
- Designate at least one first aid person who will be responsible for bringing a first aid kit. A person with first aid training and certification is required.
- Conduct as many training sessions as needed to properly train your participants and advise them where to meet on the day of the cleanup.
- Pick up garbage bags, safety vests, and signs as directed by your Alberta government cleanup representative.
- Remind adult supervisors that any hazardous or potentially hazardous incidents are to be reported to the managing supervisor on the incident report form. This form is available from your Alberta government cleanup representative.
- Remind participants that they must follow the adult supervisor's instructions at all times.
- Hand out garbage bags, safety vests, gloves, rule brochures, and signs for shuttle vehicles. Every participant must wear a safety vest.
- Each participant should carry a rule brochure.
- After the cleanup is over, all participants are to report at a meeting place so they can hand in their safety vests, signs, and any unused garbage bags.

**NOTE:** If possible, the first aid person should have a cell phone and be a shuttle driver.

## ACTIONS ON CLEANUP DAY

- The weather dictates if the cleanup event goes on. Phone the numbers provided on the inside back cover to confirm cleanup is still on. Use common sense and put safety first. If cleanup hasn't been cancelled, but you believe it isn't safe in your area, call the Alberta government cleanup representative to get approval to cancel or postpone. The alternate day is the second Saturday in May.
- Check that the Alberta government has put up signs on the stretch of highway that your group will be cleaning. If the signs are not up, contact your Alberta government cleanup representative.
- Meet at a pre-arranged place before starting the cleanup. Review safety rules and procedures, vehicle and shuttle safety, and procedures for crossing bridges and railway tracks with the group.
- Make sure that the first aid person has brought the first aid kit and that everyone knows who the first aid person is.
- Establish work crews and assign locations. Ensure the supervisor's work sheet has been completed.

## FOLLOW-UP ACTIONS

- An optional evaluation form is available from your Alberta government cleanup representative. We invite your feedback as we are constantly seeking ways to improve the cleanup program. Please return it to the designated location of your Alberta government cleanup representative.
- Please return the completed managing supervisor's worksheet, completed action and general safety plan, and any unused garbage bags, signs, safety vests, training manuals, and DVDs to your Alberta government cleanup representative.
- Failure to return the above items may result in payment being withheld.



# SAFETY TRAINING SESSIONS



## PLANNING YOUR SESSION

A short time before your cleanup event, you must hold safety training sessions for all participants, regardless of age. **No one can participate in a cleanup event unless he or she has attended the training session.**

The six parts of the training session are:

- Introduction
- Review and discuss event rules
- Shuttle vehicle safety procedures
- Special procedures
- Safety DVD
- Review and quiz

## INTRODUCTION

Emphasize that the reason for this training session is to ensure a safe cleanup event. Let the participants know what you are going to present and in what order. Use the list above as a guide. If you wish to show the DVD first, simply rearrange the list.

## SAFETY CHECKLIST AND SAFE CLEANUP EVENT PROCEDURES

At this point, you hand out the rule brochure. Once you have done this, you should go through the rule brochure point by point.

## SHUTTLE VEHICLE PROCEDURES

(see Page 3)

## SPECIAL PROCEDURES

(See Page 4)

## SAFETY DVD

Show the two-part safety DVD, both the participant's segment and the supervisor's segment. When they are over, ask if there are any questions.



## REVIEW

Briefly review the major points of the training session touching on:

- Safety rules
- Safe procedures
- Shuttle vehicle safety procedures
- Any special procedures you have covered

When you are done, ask for questions and then wrap it up.

## MANAGING SUPERVISOR'S REVIEW

1. As a managing supervisor, my most important responsibility is?
2. The action and general safety plan is divided into what three components?
3. To calculate the maximum recommended number of kilometres that your group should clean, you should divide the number of participants by 5, 4, 3, or 2?
4. Who is responsible for ensuring that the action and general safety plan and the supervisor's worksheet are completed and returned?
5. How do you know if your cleanup day has been postponed?

## PARTICIPANT'S REVIEW

1. Is it okay to wear headphones if you play your music quietly?
2. Is it okay to ride in the back of a pickup truck as long as you sit down?
3. If the shuttle driver says it's okay, can you get out of the shuttle vehicle on the driver's side?
4. What do you do if you find something that you don't recognize and you think might be hazardous or dangerous?
5. Which of the following is not true?
  - a) You must wear a safety vest
  - b) You must have gloves and sturdy footwear
  - c) You must have a hard hat
  - d) You must have attended a safety training session before you can participate
6. To participate in the cleanup, I must be:
  - a) At least 18 years of age
  - b) At least 14 years of age
  - c) At least 9 years of age
  - d) At least 6 years of age
7. When you are cleaning a divided highway, do you clean the median?

- MANAGING SUPERVISOR'S ANSWERS
1. The health and safety of participants as well as motorists.
  2. They are:
    - a) Actions to prepare for the cleanup event
    - b) Actions on the day of the cleanup event
    - c) Follow-up actions.
  3. Divide the number of participants by 2.
  4. You, the managing supervisor.
  5. On the morning of the cleanup, contact your Alberta government cleanup representative.

- PARTICIPANT'S ANSWERS
1. No. The use of headphones or portable stereos is not allowed.
  2. No. Under no circumstances is anyone allowed to ride in the back of a pickup truck.
  3. No. Participants should only get out on the side of the vehicle furthest from traffic.
  4. Mark it with a garbage bag and leave it where it is. Tell an adult about it and do not touch it.
  5. c) A hard hat is not required.
  6. c) At least 9 years of age.
  7. No. No one is allowed in the median.



# MAKING YOUR CLEANUP EVENT FUN



Let's face it. Picking up litter in the ditch on a warm day doesn't exactly sound like fun. But your participants are committed to their club or organization. Make a point of letting them know that they are doing a good job and that you appreciate their help. Remind them that today's goal is to stay safe and tell them they're doing a great job of following the rules. Being positive and enthusiastic will rub off on your crew.

Think of the comfort of your crew:

- Have adequate drinking water or fluids for everyone on site. No alcohol.
- Take rest breaks.
- Encourage the use of sun screen.

Looking for a little extra incentive? How about organizing a post-event wiener roast or pizza time? A get-together after the event can reward your crew for earning money and keeping Alberta beautiful at the same time.



## NOTES





# ANNUAL HIGHWAY CLEANUP DISTRICT CONTACT NUMBERS

|                       |              |
|-----------------------|--------------|
| <b>Peace River</b>    | 780-624-6280 |
| <b>Grande Prairie</b> | 780-538-5310 |
| <b>Athabasca</b>      | 780-675-2624 |
| <b>Barrhead</b>       | 780-674-8221 |
| <b>Stony Plain</b>    | 780-963-5711 |
| <b>Edson</b>          | 780-723-8250 |
| <b>Vermilion</b>      | 780-853-8178 |
| <b>Red Deer</b>       | 403-340-5166 |
| <b>Hanna</b>          | 403-854-5550 |
| <b>Calgary</b>        | 403-297-6311 |
| <b>Lethbridge</b>     | 403-381-5426 |

If outside these local calling areas,  
call **310-0000** for toll-free connection.





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